



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA, ARIZONA 85613-7000

IMSW-HUA-ZA

27 JUL 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 036 – Lost Work Time

1. Purpose: The purpose of this memorandum is to define installation policy covering applicability, implementation, and responsibility of all supervisors, directorates and organizations to the Garrison Safety Office in relation to workers compensation. This document further defines the level of access to workers compensation documentation in order to facilitate accurate mishap reporting, investigation and establishment of light duty requirements.

2. Applicability: This policy governs mishap reporting procedures of both military and DoD civilian personnel on Ft. Huachuca. All directorates and associated units will implement the outlined procedures starting 1 August 2005.

3. Implementation: In order to gain control of an escalating lost work time disparities, it is imperative that timely mishap notification be initiated. For all occupational injuries and/or illnesses the Garrison Safety Office will be notified within 24 hours of all potential incidents. This initial notification will be made via e-mail, fax (DSN: 538-6348) or telephonically to either 533-3697/0557/8373.

a. In accordance with the Department of Labor; Federal Employees Compensation Act Publication CA-550 determination:

“While workers’ compensation records are protected from release under the Privacy Act, the employer is considered a party to the claim. It may receive information in the employee’s file under the “routine use” provision of the regulations under which the Privacy Act is administered. Such information includes medical reports.”

b. With the above determination it is clear that the employer has access to the medical and Department of Labor documentation, as long as the information is adequately safeguarded. The Safety Office operates through the delegated authority of the Commander, the employer, and is thus authorized access to Workers Compensation Records.


c. The general procedures will be as follows:

- (1) Occupational Injury/Illness occurs (DoD Civilian):
 - (a) Notify Safety Office within 24 hours of incident.
 - (b) Generate CA-1 (Occupational Injury Form).
 - (c) Generate CA-2 (Occupational Illness Form).
 - (d) Initiate medical care as appropriate.
 - (e) Notify Occupational Health that an occupational injury or illness has occurred (can be accomplished by either supervisor or mishap worker).
 - (f) Appropriate CA Forms are turned into the local Workers Compensation Office (CPAC).
 - (g) CPAC will provide copies of all CA-1,2,16 and 17 to the Safety Office within 48 hours of initial receipt in addition to the OSHA 301 which is generated via SAFER.
 - (h) Supervisors will become involved in the process and identify light duty possibilities to both the medical provider and the Safety Office.
 - (i) All lost time incidents must be cleared through the Occupational Health Clinic at RW Bliss Army Health Center prior to a workers return to the work center.
 - (j) The Safety Office will perform an accident investigation on all Occupational Injuries/ Illnesses.
 - (k) The Safety Office will track all lost time injuries/illnesses to include Line of Duty.
- (2) Occupational Injury/Illness occurs (Military):
 - (a) Notify Safety Office within 24 hours of incident.
 - (b) Generate DA-1 (Occupational Injury Form).
 - (c) Initiate medical care as appropriate.
 - (d) Notify Occupational Health that an occupational injury or illness has occurred (can be accomplished by either supervisor or mishap worker).
 - (e) Appropriate DA Forms are turned into the local Workers Compensation Office (CPAC).
 - (f) Supervisors will become involved in the process and identify light duty possibilities to both the medical provider and the Safety Office.
 - (g) All lost time incidents must be cleared through the Occupational Health Clinic at RW Bliss Army Health Clinic prior to a workers return to the work center.
 - (h) The Safety Office will perform an accident investigation on all Occupational Injuries/ Illnesses.
 - (i) The Safety Office will track all lost time injuries/illnesses to include Line of Duty.

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4. The proponent of this policy is the Garrison Safety Office, US Army Garrison, Fort Huachuca, AZ 85613-7020.



JONATHAN B. HUNTER
Colonel, MI
Commander, US Army Garrison

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